East Texas Council of Governments

EAST TEXAS REGIONAL REVIEW COMMITTEE GUIDEBOOK 2017-2018 TxCDBG Program

Julie Burnfield
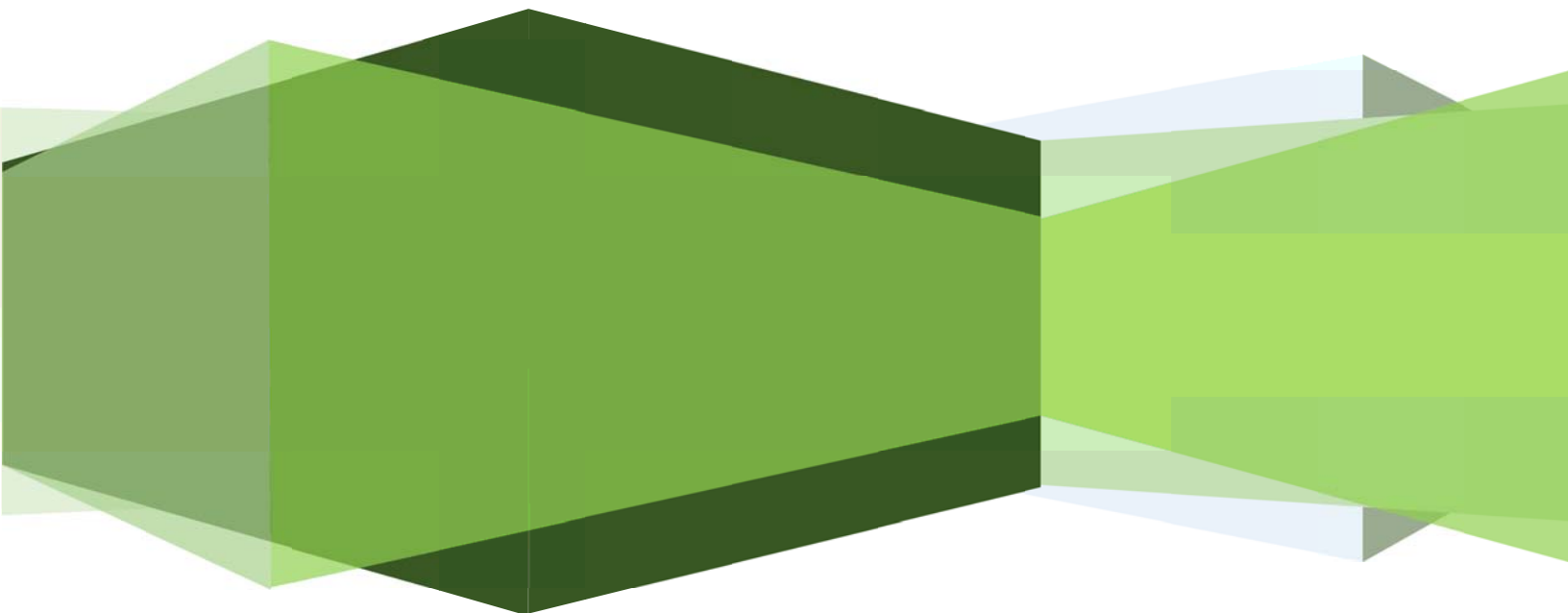
TABLE OF CONTENTS

PART I – INTRODUCTION

EAST TEXAS COUNCIL OF GOVERNMENTS
EAST TEXAS REGIONAL REVIEW COMMITTEE GUIDEBOOK

2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The East Texas Regional Review Committee (RRC) Guidebook has been prepared in accordance with the 2017 TxCDBG Action Plan and the 2017-2018 Regional Review Committee Scoring and Training Guidelines for the Community Development Fund. The Guidebook provides eligible applicants from the East Texas Council of Governments (ETCOG) region with the application guidelines necessary to be scored under the East Texas RRC scoring criteria.

Any questions regarding the RRC or the Guidebook should be directed in writing after the East Texas RRC Guidebook has been published on the website of the Texas Department of Agriculture (TDA) to:

Suzanne Barnard
State Director, Community Development Block Grant Program
Texas Department of Agriculture
Office of Rural Affairs
P.O. Box 12847
Austin, TX 78711

E-mail address: Suzanne.Barnard@TexasAgriculture.gov
TDA website: www.texasagriculture.gov

PART II – EAST TEXAS RRC
APPROVED ACTIONS

1. The East Texas RRC held its required Public Hearing on May 11, 2016, at 10:00am to hear public comments on the proposed objective scoring criteria, and to approve the RRC Guidebook, project priorities and the objective scoring criteria.

2. The RRC selected the East Texas Council of Governments as support staff to develop and disseminate the RRC Guidebook. The RRC selected the East Texas Council of Governments as support staff to calculate the RRC scores and provide other administrative RRC support.

3. The RRC established the maximum grant amounts for the region:

   - Single jurisdiction: $275,000.00
   - Multi-jurisdictions: $350,000.00

4. The RRC did not establish set-asides for housing and non-border Colonia projects.

5. The RRC elected to prohibit voting by committee members who arrive late or do not attend the entire public meeting.

PART III – EAST TEXAS RRC
SUMMARY OF OBJECTIVE SCORING CRITERIA

1. **Need/Distress**
   - Poverty Rate   40 Points Maximum
   - Per Capita Income   30 Points Maximum
   - Unemployment Rate   18 Points Maximum
   - Funding in previous application cycles   68 Points Maximum

2. **Match/Leverage**
   - Match amount   24 Points Maximum

   TOTAL POSSIBLE REGIONAL POINTS: **180 Points Maximum**

PART IV – EAST TEXAS RRC
OBJECTIVE SCORING CRITERIA

NEED/DISTRESS

1. WHAT IS THE POVERTY RATE (POVERTY PERCENTAGE) OF THE CENSUS GEOGRAPHIC AREA? (40 POINTS MAXIMUM)

Methodology:

Poverty rate may be determined by reviewing the Census data for the census geographic area. Next, using the information obtained for each applicant and the target area identified on the census map, calculate the poverty rate for each applicant by dividing the total number of persons at or below the designated poverty level by the population from which poverty persons was determined. Once this has been determined, the average poverty rate of the applicants is determined by dividing the sum of all poverty rates by the number of applicants.

A base is determined by multiplying the average poverty rate by a constant such as 1.25 to represent 125%. The poverty rate is then divided by the base for each applicant to determine their poverty factor.

Finally, to determine scores the poverty factor for each applicant is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average poverty rate to determine the base. The poverty rate of each applicant is then divided by the base to determine their poverty factor. Finally, scores for each applicant are determined by multiplying the poverty factor by the maximum available points for this scoring criterion.

EXAMPLE: *based on 40 maximum points

Applicant	Poverty Rate	Poverty Factor	Score
A	.1960	0.5924	23.6947
B	.4096	1.2379	40.000
C	.2276	0.6879	27.5149
D	.3760	1.1364	40.000
E	.1143	0.3454	13.8179

Average: 1.3235 / 5 = .2647   Base = 1.25 * .2647 = .3309

8

Maximum Allowable Points: 40
Any applicants exceeding the total allowed points will be capped at the maximum.

If the target area(s) encompasses more than one census geographic area (such as two or more Census Tracts), the poverty rate shall be calculated as follows: sum of the total number of persons at or below the designated poverty level of all census geographic areas in the target area divided by the sum of the total population from which poverty persons was determined of all census geographic areas in the target area.

Data Source: As Stated Below
Population and Poverty Rate: 2014 US Census American Community Survey 5 Year Estimate Table B17001
Census Geographic Area: 2010 Census map(s)

Information Needed From Applicant to Score:
Total Population of Census Geographic Area: _____
Census Geographic Area Poverty Rate: _____
Target Area(s) identified on Census Map(s): attach map(s)

2. *WHAT IS THE PER CAPITA INCOME OF THE CENSUS GEOGRAPHIC AREA? (30 POINTS MAXIMUM)*

Methodology:

Per capita income may be determined by reviewing the Census data for the census geographic area. Next, using the information obtained for each applicant and the target area identified on the census map, calculate the average annual per capita income by dividing the sum of all annual per capita incomes by the total number of applicants.

A base is set to provide a constant for the equation. The base is calculated by multiplying the average per capita income by a set number such as .75 to represent 75%. The base is then divided by the annual per capita income for each applicant. This number is referred to as the annual per capita income factor.

Finally to determine the score for each applicant the annual per capita income factor is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average annual per capita income of the five applicants is $34,200. A constant of .75 is multiplied by the annual average per capita income to determine the base (25,650). The base is then divided by the annual per capita income of each applicant to determine their per capita income factor. Finally, scores for each applicant are determined by multiplying the per capita income factor by the maximum available points for this scoring criterion.

EXAMPLE: * based on 30 maximum points

Applicant	Per Capita Income (PCI)	PCI Factor	Score
A	$36,000	.7125	21.3750
B	$32,000	.8016	24.0469
C	$33,500	.7657	22.9701
D	$34,000	.7544	22.6324
E	$35,500	.7225	21.6761
TOTAL	$171,000		

Average: 171,000 / 5 = 34,200   Base= .75 * 34,200 = 25,650
Maximum Allowable Points: 30
Any applicants exceeding the total allowed points will be capped at the maximum.

If the target area(s) encompasses more than one census geographic area (such as two or more Census Tracts), the per capita income shall be calculated as follow: sum of Aggregate Income (B19313) of all census geographic areas in the target area divided by the sum of the Total Population (P1) of all census geographic areas in the target area.

Data Source: As Stated Below
Population: 2014 US Census American Community Survey 5 Year Estimate, Table B19301
Or
If geographic area contains more than one Census Tract: SF1 P1 and B19313 Census Geographic Area
And
Census Geographic Area: 2010 Census map(s).

Information Needed From Applicant to Score:
Per Capita Income for Census Geographic Area: _____
Target Area(s) identified on Census Map(s): attach map(s)

3. WHAT IS THE UNEMPLOYMENT RATE FOR THE APPLICANT BASED ON THE APPROPRIATE COUNTY DATA? (18 POINTS MAXIMUM)

Methodology:

The unemployment rate for the applicant's jurisdiction may be determined by reviewing county data from the Tracer section of the Texas Workforce Commission's website. Next, the average unemployment rate of the applicants is determined by dividing the sum of all unemployment rates by the number of applicants.

A base is determined by multiplying the average unemployment rate by a constant such as 1.25 to represent 125%. The unemployment rate is then divided by the base for each applicant to determine their unemployment factor.

Finally, to determine scores, the unemployment factor for each applicant is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum.

For example, a region has five applicants. The average unemployment rate of the five applicants is .2647. A constant of 1.25 is multiplied by the average unemployment rate to determine the base (0.3308). The unemployment rate of each applicant is then divided by the base to determine their unemployment factor. Finally, scores for each applicant are determined by multiplying the unemployment factor by the maximum available points for this scoring criterion.

Projects that include multiple jurisdictions - the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record

EXAMPLE: * based on 18 maximum points

Applicant	Unemployment Rate	Unemployment Factor	Score
A	.1960	0.5925	10.6626
B	.4096	1.2382	18.000
C	.2276	0.6879	12.3817
D	.3760	1.1364	18.00
E	.1143	0.3454	6.2181

Average: 1.3235 / 5 = .2647   Base = 1.25 * .2647 = .3309

Maximum Allowable Points: 18
Any applicants exceeding the total allowed points will be capped at the maximum.

Data Source: TWC Tracer for 2015 Annual Data as provided on the TDA website.

Information Needed From Applicant to Score:
Applicant Unemployment Rate for 2015 Annual Data: ____
(To be available approximately 30 days prior to the application deadline)

4. HAS APPLICANT BEEN FUNDED IN THE ANY OF THE TWO PREVIOUS TWO COMMUNITY DEVELOPMENT FUND APPLICATION CYCLES? (68 POINTS MAXIMUM)

Methodology:

Data source documentation will be reviewed and points will be assigned. Projects that include multiple jurisdictions - the applicant who would score the highest on this criteria will be considered the applicant of record.

a. The applicant received full or partial funding in the 2015-2016 CDBG competition
0 Pts

b. The applicant received full or partial funding in the 2013-2014 CDBG competition (includes CDBG-R and RSF)   34 Pts

c. The applicant did NOT receive funding in the 13/14 OR 15/16 CDBG competition
68 Pts

Data Source: TDA Tracking System Report

Information Needed From Applicant to Score:
Funded in Previous 1 or 2 CD cycles:

2013-2014   **2015-2016**
Yes ____ No ____   Yes____ No___
List Contract No.   List Contract No.
_____   _____

MATCH/LEVERAGE

1. WHAT IS THE APPLICANT'S MATCH AMOUNT? [MATCH AMOUNT/TXCDBG FUNDS REQUESTED] (24 POINTS MAXIMUM)

Methodology:

If the project is for beneficiaries for the entire county, the total population of the county is used. If the project is for activities in the unincorporated area of the county with a target area of beneficiaries, the population category is based on the unincorporated residents for the entire county. For county applications addressing water and sewer improvements in unincorporated areas, the population category is based on the actual number of beneficiaries to be served by the project activities. If the project serves beneficiaries for applications submitted by cities, the total city population is used.

Projects that include multiple jurisdictions - the applicant with the largest percentage (%) of beneficiaries will be considered the applicant of record.

Applicant(s) population equal to or less than 1,500 according to the 2010 Census:
• Match equal to or greater than 5% of grant request   **24 points**
• Match at least 4% but less than 5% of grant request   **16 points**
• Match at least 3%, but less than 4% of grant request   **8 points**
• Match at least 2%, but less than 3% of grant request   **4 points**
• Match less than 2% of grant request   **0 points**

Applicant(s) population equal to or less than 3,000 but over 1,500 according to the 2010 Census:
• Match equal to or greater than 10% of grant request   **24 points**
• Match at least 7.5% but less than 10% of grant request   **16 points**
• Match at least 5%, but less than 7.5% of grant request   **8 points**
• Match at least 2.5%, but less than 5% of grant request   **4 points**
• Match less than 2.5% of grant request   **0 points**

Applicant(s) population equal to or less than 5,000 but over 3,000 according to the 2010 Census:
• Match equal to or greater than 15% of grant request   **24 points**
• Match at least 11.5% but less than 15% of grant request   **16 points**
• Match at least 7.5%, but less than 11.5% of grant request   **8 points**
• Match at least 3.5%, but less than 7.5% of grant request   **4 points**
• Match less than 3.5% of grant request   **0 points**

Applicant(s) population over 5,000 according to the 2010 Census:
• Match equal to or greater than 20% of grant request   **24 points**
• Match at least 15% but less than 20% of grant request   **16 points**
• Match at least 10%, but less than 15% of grant request   **8 points**
• Match at least 5%, but less than 10% of grant request   **4 points**
• Match less than 5% of grant request   **0 points**

Data Source: As Stated Below
Applicant Match: SF 424 and Resolution and/or Commitment Letter from 3rd Party Source

Population: 2010 US Census Summary File **1** Table P1

County Unincorporated Water/Sewer Beneficiaries: CD Application Table 1 Verified By TDA

Information Need from Applicant to Score:
Applicant Population: _____
County Unincorporated Water/Sewer Beneficiaries: _____
Applicant TxCDBG Amount: $_____
Applicant Match from All Sources: $_____

For more information regarding the East Texas Regional Review Committee please feel free to contact the East Texas Council of Governments at:

3800 Stone Road
Kilgore, Texas 75662
(903) 218-6436
info@etcog.org
www.etcog.org